

### **Format for Typed Final Draft**

- Margins: one inch (1.0") for top, bottom, right, and left
- Font type: Times New Roman
- Font size: 12 pt.
- Header: put your name, class, and date in the top right corner (each on a separate line)
- Title: center your title on the next line after the header
- Tabs: indent all paragraphs one-half inch (0.5")
- Double space all text but do NOT add additional spaces between paragraphs

*Example format of the beginning of an essay:*

Name

English X

Date

Title

I would begin my essay here. All subsequent paragraphs should follow the same format as the one here.